

# TERMS OF REFERENCE

## CITIZENS COMMITTEE ON COUNCIL COMPENSATION

### 1.0 NAME

The name shall be the Citizens Committee on Council Compensation (Task Force).

### 2.0 MANDATE

The mandate of the Task Force shall be to undertake a review of Members of Council's compensation package in general as described in Section 5.0, and to provide a **RECOMMENDATION** to the newly elected municipal council of the Corporation of the City of Cambridge after the 2018 Municipal Election with respect to Council Compensation package. A Council Report will be prepared and presented in the first quarter of 2019 to the new council for the 2018 – 2022 Municipal Council term (Current Council).

### 3.0 COMPOSITION

The Task Force shall be composed of three (3) to five (5) citizen members having expertise and experience in areas such as municipal government, human resources and finance. Recruitment shall be carried out in accordance with the City's Appointment Policy. The citizen members shall be recruited by way of advertisements in the Cambridge Times, reviewed and recommended by the Striking Committee and approved by Council.

Each Task Force Member will have one vote at the meetings. Majority decisions will prevail.

The Chair and Vice-Chair of the Task Force shall be elected by the membership at the first meeting.

### 4.0 SCOPE OF THE REVIEW

#### **The Task Force shall:**

- A) Review and make recommendations on the appropriate level of compensation for the Council of the City of Cambridge.
- B) Review and consider compensation, benefits and reimbursements expenditures for Members of Council (in accordance with the *Municipal Act, 2001*).
- C) Review and examine support services for Members of Council.

#### **The Task Force shall undertake the following:**

- A) Review Council compensation in municipalities of similar size as Cambridge within Ontario for the purpose of a comparative measure.
- B) Consult with current Members of Council.
- C) Such other investigative or analytical initiatives as may be required in order to submit their report and recommendations in a timely fashion.

## **5.0 PURPOSE AS OUTLINED IN THE COUNCIL RESOLUTION**

The purpose shall be to undertake a review of the compensation package of Members of Council, considering compensation, benefits and reimbursement expenditures for Members of Council, taking into account the workload, expectations and demands of Council. This includes time spent as Council's representatives on various Boards, Committees and Acting Roles as Mayor, time spent in responding to and meeting with constituents.

Members of Council should be compensated for their work at a level that fairly reflects the demands of the position, and in comparison to council members at similar municipalities in Ontario.

This will include an examination of Support Services for members of Council.

## **6.0 SUPPORT FOR TASK FORCE**

Administrative support, to include meeting co-ordination, liaising with staff, compiling minutes from the Task Force, will be provided by the Staff of the Chief Financial Officers department.

Researching the comparator municipalities and preparing the Remuneration Study is a function of the Task Force Membership. Staff from the Chief Financial Officers department will assist in distributing the survey.

The members of the Task Force shall serve in a volunteer capacity, with no remuneration.

## **7.0 TERM OF OFFICE**

The term of office will be from the time Council accepts the Striking Committee's recommendation until the final report is received by Council after the 2018 Municipal Election. It is anticipated that the Task Force work will be completed in 2018.

## **8.0 MEETINGS**

All meetings will be open to the public, except those which meet criteria under Section 239 of the *Municipal Act, 2001*.

Date and time of meetings will be determined by Committee members in consultation with the City Clerk.

## **9.0 TASK FORCE PROCEDURES**

All Task Force work shall be conducted according to approved City Council policies and procedures.

Task Force members may refer items to the agenda by contacting the staff support or the Chair.

## **10.0 CONFLICT OF INTEREST POLICY**

Members are expected to follow the *Municipal Conflict of Interest Act* and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.

## 11.0 **MINUTES OF MEETING**

Minutes of each meeting will be recorded and distributed to Task Force Members electronically to their internet address.

Minutes of all meetings will be subject to approval at the following meeting.

Minutes once approved by the Task Force will be reported out to Council.